**Report Revising Checklist**

Use this checklist as a guide when you revise your report.

**Beginning**

\_\_\_\_ Do I start my report off with a “hook” that explains my topic and gets my readers’ attention?

**Middle**

\_\_\_\_ Do I add plenty of specific details to keep my readers interested?

\_\_\_\_ Do I organize my details in clear, logical ways?

\_\_\_\_ Do I connect my ideas from one paragraph to the next with transitions?

\_\_\_\_ Do I use words and examples that are clear, colorful, and correct?

**Ending**

\_\_\_\_ Do I leave readers wishing they could read more about this topic?

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